

GUIDELINES FOR CONDUCTING RESEARCH IN THE ALPINE SCHOOL DISTRICT

Please retain this page for future reference.

1. If you are a university student or a university staff member, obtain necessary institutional permission prior to submitting this form. Attach a copy of such permission. If you are a student, include the name, department and office telephone number of your professor, mentor or committee chairperson.
2. Anyone who conducts research in the Alpine District must obtain written approval from the Director of Research and Evaluation.
3. Once permission from the Director of Research and Evaluation is granted, the applicant must obtain written, informed permission from those who will be directly involved in the study: principal, teachers, and, where appropriate, parents.
4. Permission to deviate from the approved process and design must be secured in writing.
5. When students are tested, interviewed, or required to fill out questionnaires/surveys, it may, depending upon the nature of the study, be necessary to obtain written, informed parental permission. The researcher should retain these permission documents for one year.
6. Activities which involve teacher or student participation should be conducted after the first four weeks and before the last six weeks of the school year.
7. Because of the large number of requests to conduct research, undergraduate research projects generally will not be approved.
8. Any media publicity regarding the project, must be approved first by the Alpine District Director of Research and Evaluation.
9. Participation in any research project always must be voluntary at each stage of the study.
10. Information about individual teachers and students must be confidential, and the subjects' right to privacy must be protected. Confidentiality is of paramount importance.
11. Requests to conduct research about religion, family life, sexual practices or preferences, or other controversial issues generally will be denied.
12. A complimentary copy of the completed research is required.

REQUEST FOR PERMISSION TO CONDUCT RESEARCH IN THE ALPINE SCHOOL DISTRICT

Research and Evaluation reviews all requests to conduct research in the Alpine School District. Please respond to each of the following questions. Use additional paper if necessary. Read the guidelines prior to filling out this request form.

1. Name of person responsible for conducting research

Status (student, faculty, etc.) _____

Mailing Address _____

Telephones: (Home) _____ (Work) _____

Highest academic degree which you hold _____

2. If you are a university student, provide the following:

Department/Committee Chair

Name _____

Department _____

Office Telephone _____

University Address _____

3. Indicate the reason(s) for conducting the research.

Course requirement _____ What course? _____

Degree requirement _____ What degree? _____

Which institution _____

Professional interest _____

Other _____

4. List the school(s) in which you wish to conduct research.

5. Describe the amount of actual classroom time to be involved in this research. Identify public school personnel who will be involved or affected by the study, describe briefly how each will be involved, and how much of their time will be used. Identify all of those who will be involved.

6. What specific questions will the research attempt to answer?

7. Describe the research design.

8. Fully describe the research procedure.

9. Describe the experimental and control/comparison samples, their size, and how they will be selected.

10. What instruments will be used? If these are not readily available or well-known, attach a copy. If a questionnaire/survey is being used, attach a copy.

11. How will the confidentiality of student data or of those who participate in the study be assured?

12. Attach a copy of the form to be used for securing parental approval.
13. Attach a review of the literature relevant to the study.

Please return a completed copy of this form, along with all supporting documents to:

David Smith
Director, Research and Evaluation
Alpine School District
575 North 100 East
American Fork, Utah 84003
(801) 756-8464
dhsmith@alpine.k12.ut.us

The Alpine School Board District is anxious to cooperate with and to facilitate well-designed theoretical and field research. If you have any questions about the research-approval process, or if you would like to discuss your ideas for the study, please call Carol Eddleman (801) 756-8487 or email eddl099@alpine.k12.ut.us and make an appointment.

AGREEMENT

I agree to submit my complete report to the Department of Research and Evaluation by _____ (date).

I accept the guidelines as they are outlined. If approval is granted to conduct research in the Alpine School District, I will follow the design and process as I have described it.

Date

Signature